

**SUMTER COUNTY BOARD OF COMMISSIONERS
EXECUTIVE SUMMARY**

SUBJECT: MPO Traffic Count Support for Sumter County (Staff recommends approval)

REQUESTED ACTION: Board approval

Work Session (Report Only) **DATE OF MEETING:** 1/25/2011

Regular Meeting Special Meeting

CONTRACT: N/A

Vendor/Entity: MPO

Effective Date: 1/26/2011

Termination Date: 6/30/2011

Managing Division / Dept:

Public Works Division/Road and Bridge

BUDGET IMPACT: \$23,615 plus optional services TBD

Annual

FUNDING SOURCE: CTT Fund 103

Capital

EXPENDITURE ACCOUNT: 103-340-541-3436

N/A

HISTORY/FACTS/ISSUES:

Each year the County spends approximately \$43,000 for traffic counts. These counts support both Public Works and the Planning and Development Divisions. Public Works is also reimbursed \$15,000 by the Villages each year for their share of this cost.

The MPO is offering to provide this service with one of their consultants at the cost of \$23,615, plus any additional services we may request. This will save approximately \$20,000, and pave the way for the MPO to conduct our traffic counts in future years at even lower costs.

See attached interlocal agreement and and scope of services. Staff recommends approval. If the BOCC approves this action, the Lake Sumter MPO Board will review and act upon it, on January 26, 2011.

**INTERLOCAL AGREEMENT
BETWEEN
SUMTER COUNTY
AND
THE LAKE~SUMTER METROPOLITAN PLANNING ORGANIZATION
RELATING TO
SUMTER COUNTY TRAFFIC COUNT PROGRAM**

THIS AGREEMENT relating to the Sumter County Traffic Count Program is entered into this _____ day of _____, 2011, between SUMTER COUNTY, FLORIDA, a political subdivision of the State of Florida (“COUNTY”), and the LAKE~SUMTER METROPOLITAN PLANNING ORGANIZATION, (“MPO”).

RECITALS

WHEREAS, the Lake-Sumter Metropolitan Planning Organization (MPO) was created through interlocal agreement between Lake County, Sumter County, and the 14 municipalities of Lake County, and was approved by Gov. Jeb Bush on December 9, 2003; and

WHEREAS, the Lake~Sumter MPO received affirmation from Governor Crist October 2010 to expand the Metropolitan Planning Area boundary to cover all of Sumter County and to create an additional Sumter County Board of County Commissioners voting position and an At-Large Representative voting position to rotate annually among the five (5) Sumter County municipalities of Bushnell, Center Hill, Coleman, Webster and Wildwood; and

WHEREAS, the MPO is responsible for managing a continuing, cooperative, and comprehensive transportation planning process for Lake and Sumter counties; and

WHEREAS, a Traffic Count Program is the process by which a county or municipality collects traffic counts and other related data for its roadway network; and

WHEREAS, current traffic counts are necessary to maintain an accurate transportation concurrency database; and

WHEREAS, traffic count data are used by local governments, transportation planning professionals, educational institutions, design engineers, contractors, real estate agencies, private companies, and the public for planning, modeling, allocation of funding, and informational purposes; and

WHEREAS, the MPO entered into an interlocal agreement in 2007 with Lake County, Sumter County, all fourteen (14) municipalities in Lake County and the City of Wildwood designating the MPO as the administrator of the transportation concurrency management systems (TCMS) for each of these local governments; and

WHEREAS, the COUNTY collects traffic counts to monitor traffic levels on major arterial and collector roadways; and

WHEREAS, annual traffic counts are necessary to update the Transportation Management System that is maintained and managed by the MPO; and

WHEREAS, the MPO is able to provide this service to the COUNTY at a cost less than the COUNTY presently incurs; and

WHEREAS, at this time, the COUNTY and the MPO desire to reduce their agreement to a writing as stated herein;

NOW, THEREFORE, in consideration of the promises, mutual covenants and conditions contained herein, the COUNTY and MPO hereby covenant and agree as follows:

1. **Recitals.** The Recitals set forth above are true and correct, and incorporated herein.
2. **Purpose.** The purpose of this Agreement is for MPO to manage and implement, via a separate agreement with an MPO on-call engineering consultant, Sumter County's Traffic Count Program.
3. **Cost of Data Collection.** The parties agree that MPO shall be compensated in the amount of \$23,615.00 plus any additional fees incurred for optional services requested by the COUNTY available per the Scope of Services, in addition to the COUNTY'S FY 2010/11 payment for its share of the Transportation Management System, to complete traffic data collection for the County.
4. **MPO Obligations.**
 - A. The MPO shall serve as Project Manager for the COUNTY's Traffic Count Program. As Project Manager, the MPO shall review deliverables and invoices provided by the consultant for conformity to the Scope of Services attached hereto and incorporated herein as **Exhibit "A."**
 - B. The project will be invoiced as a lump sum at the completion of the project. The MPO shall review the lump sum invoice for accuracy, transmit the invoice and deliverables upon completion, to COUNTY, and shall receive and process payment from the COUNTY.
 - C. The general MPO point of contact for this Agreement is:
Mrs. Pamela Richmond, AICP
MPO Project Manager
Lake~Sumter MPO
1616 South 14th Street
Leesburg, FL 34748
352-315-0170
prichmond@lakesumtermpo.com

5. COUNTY Obligations.

- A. The COUNTY shall provide the MPO with the following no later than two weeks prior to the designated date to begin data collection:
- Existing count station locations with GPS coordinates (if GPS not available: best description of count location)
 - Complete 2010 count summary tables in digital, editable format (xls or similar)
 - 2010 GIS map layer of count station locations (shape file with associated data references)
 - Background GIS layer desired in the final GIS map product (roadways, hydrology, municipal boundaries, etc...)
 - 2010 database format (or copy of electronic database mdb file)
- B. The COUNTY shall promptly review the deliverables and invoice provided pursuant to the Scope of Services attached hereto and incorporated herein as **Exhibit "A,"** and shall provide direction to the MPO as needed.
- C. The COUNTY shall reimburse the MPO for all services rendered by the MPO and the MPO's consultant pursuant to Section 3 of this Agreement and the Scope of Services attached hereto and incorporated herein as **Exhibit "A."**
- D. The general COUNTY point of contact for this Agreement is:
Mr. Chris Wert, P.E.
Staff Engineer
Sumter County Public Works Division
319 E. Anderson Avenue
Bushnell, FL 33513
chris.wert@sumtercountyfl.gov

6. Effective Date, Term and Termination.

- A. This Agreement shall become effective upon the first day following execution by both parties. The initial term of the Agreement shall be from the effective date to June 30, 2011. The parties shall have the option to extend the term of the Agreement for one (1) additional six (6) month period.
- B. Either party may terminate this Agreement with or without cause upon thirty (30) days advance written notice to the other party; however, upon termination of the Agreement pursuant to this section, the COUNTY shall reimburse the MPO for all services rendered by the MPO and the MPO's consultant prior to the MPO receiving notice of the termination.

C. Any termination notice under this section shall be sent to:

For the COUNTY:
Sumter County Public Works Director
319 E. Anderson Ave.
Bushnell, FL 33513

For the MPO:
Executive Director
Lake~Sumter MPO
1616 South 14th Street
Leesburg, FL 34748

- 7. Modification.** No modification, amendment or alteration in the terms or conditions contained herein shall be effective unless contained in a written document executed with the same formality and of equal dignity herewith.
- 8. Scope of Agreement.** This document incorporates and includes all prior negotiations, correspondence, conversations, agreements and understandings applicable to the matters contained herein, and the parties agree that there are no commitments, agreements or understandings concerning the subject matter of this Agreement that are not contained herein.

IN WITNESS WHEREOF, the parties hereto have made and executed this Interlocal Agreement on the respective dates under each signature: COUNTY through its Board of County Commissioners, signing by and through its Chairman, authorized to execute same by Board action on the _____ day of _____, 2011, and MPO through its Chairman, authorized to execute the same by action of its Governing Board on the _____ day of _____, 2011.

COUNTY

**BOARD OF COUNTY COMMISSIONERS
SUMTER COUNTY, FLORIDA**

_____, Chairman

Attest:

_____, Clerk of the
Board of County Commissioners
of Sumter County, Florida

Approved as to Form and Legality:

Name:
Sumter

County

Attorney

Interlocal Agreement between Lake~Sumter MPO and Sumter County for Traffic Count Program

MPO

**LAKE~SUMTER METROPOLITAN
PLANNING ORGANIZATION**

Jennifer Hill, Chairman

This _____ day of _____, 2011

Attest:

Susan Goldfuss
Executive Assistant

Approved as to Form and Legality:

Melanie N. Marsh
MPO Attorney

SUMTER COUNTY TRAFFIC COUNT PROGRAM

The following scope of work was prepared for the completion of the Sumter County Traffic Count Program.

DRAFT SCOPE OF WORK

The scope includes the collection and reduction of traffic counts for a total of 234 count stations throughout Sumter County. Additionally, the scope includes the preparation of a traffic count report, summary tables, and supporting documentation.

- Collect traffic volume counts for a period of 24-hours at approximately 159 traffic count stations throughout urban Sumter County.
- Collect golf cart volume counts for a period of 24-hours at approximately 68 of the 159 count stations above.
- Collect traffic volume counts for a period of 48-hours at approximately 75 traffic count stations throughout rural Sumter County.
- All traffic counts will be conducted during the average week, between Tuesday and Thursday. No counts will be collected during weeks that include a holidays.
- Obtain GPS location reading of each count location to allow for annual duplication of traffic count collection location.
- Review resulting traffic count data for adequacy, accuracy, and consistency through a rigorous electronic and manual quality control program.
- Recount any deficient or erroneous counts to ensure that adequate and accurate data is obtained from the field.
- Manipulate and reduce field data to calculate the ADT, a.m. and p.m. peak hours and peak hour directional traffic volumes. All count data will be provided in 15-minute increments, with hourly and daily totals calculated.
- Prepare traffic count report including
 - Summary traffic count table describing count station, location, date of count, ADT, a.m. Peak hour, a.m. peak hour directional volume, p.m. peak hour, p.m. peak hour directional volume, golf cart volume, GPS coordinates, nodes.

- Detailed count sheets for each count station providing the traffic volume by 15-minute increments, one-hour increments, and daily volume
- Graphical depiction of count station location and ADT volume.

Optional Services:

- Obtain vehicle classification counts that categorize the observed traffic stream into the FHWA vehicle classifications (total of 13 classifications ranging from motorcycle to combination heavy trucks).

Deliverables:

- CD with all data.
- Table summary of counts, including daily, am peak, and pm peak hour
- Google Earth® Map of all count locations with traffic information.

FEES

The proposed fees per count station and type of count are as follows:

Fee by count station type

24-hour Traffic Volume Count \$ 90.00
 48-hour Traffic Volume Count \$ 115.00
 24-hour Traffic Volume County w/ Golf Carts \$ 100.00
 Vehicle Classification Count \$ 20.00 + TVC Price

Estimated fee for basic services

91 Stations of 24-hour TVC: $91 \times \$ 90.00 = \$ 8,190.00$
 75 Stations of 48-hour TVC: $75 \times \$115.00 = \$ 8,625.00$
 68 Stations of 24-hour TVC w/ Carts: $68 \times \$100.00 = \$ 6,800.00$
 Total cost for basic services \$ 23,615.00

It is anticipated that the traffic count data collection will require 4-6 weeks and the count report will be completed 2-3 weeks after all field data is collected.

The final fee will be based on the final requested services. The final lump sum fee is payable upon completion and submittal of the traffic count report.